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HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

Notification

The 1st October, 2019

No. 159 Rule Cell/V.Z.27.—Hon'ble the Chief Justice has been pleased to amend the Rule 22(C) of the High Court Establishment (Appointment and Conditions of Service) Rules, 1973 by inserting the provision(s) in the following manner :—

- (i) Nature of duties inserted below column of 'Age' and above 'Peon (Technical)' as under :—

"NATURE OF DUTIES :

1. Physical maintenance of records of the court/section.
2. General cleanliness & upkeep of the court/section/unit.
3. Carrying of files & other papers within the court building/premises/branches outside High Court Premises.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the court/section/unit.
6. Assisting in routine office work like diary, despatch etc., including on computer.
7. Delivering of dak (within/outside the court premises).
8. Watch & Ward duties.
9. Opening & Closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI Qualifications, if it exists.

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14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by the superior authority.

Note.—The above list of duties is only illustrative and not exhaustive. Duties of similar nature ordinarily performed by officials at this level may be added as per requirement of work assigned."

- (ii) Educational and Technical Qualification of Peon (Residential) inserted in the end of Rule 22(C) as under :—

“PEON (RESIDENTIAL)

EDUCATIONAL AND TECHNICAL QUALIFICATION REQUIRED :

Academic Qualification	Preference
Pass in VIII Standard or its equivalent on the date of Notification	<p>Preference will be given to the candidates having the following Technical Qualification :</p> <ol style="list-style-type: none"> (i) One year Craft Course, under Regular Stream, in the field of House Keeping/ Food and Beverage/Cooking/Bakery from a recognized Institute in Indian Union with two years working experience in the respective field and with a knowledge to converse fluently in Hindi, Punjabi and elementary understanding of English language. (ii) Those who are having valid LMV Driving License

- (a) The selected candidates will be deputed to the residence of the Hon'ble Judges and the Registrars of the High Court.
- (b) They should attend to all household chores/duties including cooking, washing, cleaning and other household duties assigned to them from time to time in a professional and dedicated manner and even at odd hours."

BY ORDER OF HON'BLE THE CHIEF JUSTICE

(Sd.) . . . ,
(B.B.S. TEJI),
Registrar (Rules),
for Registrar General.

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